Adding Pizzazz with PowerPoint 97

What you will learn from this lesson

With PowerPoint 97, you will:

- Add AutoShapes to standard objects.

- Use WordArt to enhance titles.

- Animate text to add impact.

- Place video in your presentations.

- Use and record sounds to enhance your presentations.

- Add slide transitions to your slide show.

- Highlight parts of your slide show.

What you should do before you start this lesson

Developing pizzazz in your presentation with PowerPoint 97

1. Start PowerPoint 97.

2. Open the saved presentation House Organization.ppt.

Exploring the lessons

Using PowerPoint 97, you can add pictures, sounds, videos, and text to a presentation. Some of the features are set up with the program, and some require the program's CD-ROM. Adding sound, video, and art to your presentations can add interest and excitement to your lessons.

Using AutoShapes to add standard objects

PowerPoint 97 has many standard objects that can be added to presentations, including objects with and without text.

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Adding an AutoShape to a presentation

1. On the **Insert** menu, position the pointer on **Picture,** and click **AutoShapes.**

2. Click the **Stars and Banners** button, and click the **5-Point Star.**
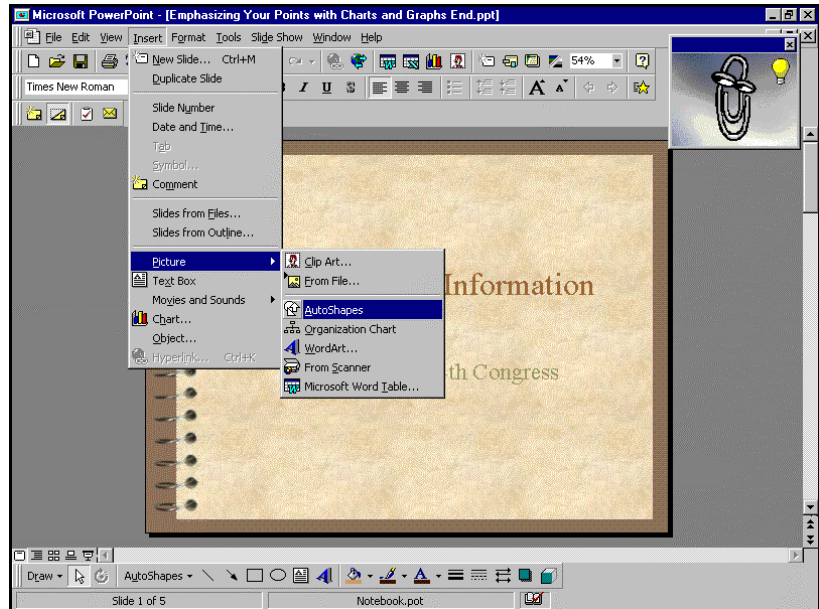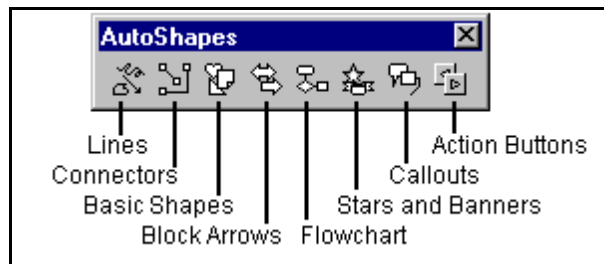

Note
To resize the star, click it, and drag a corner.

To move the star, click it, and drag it to its new location.

3. Click in the upper-right corner of the slide, and drag the object down diagonally about an inch.

4. Click **5-Point Sta**r again, and place another star in the lower-left corner of the slide.

5. Repeat steps 1–2, and place other stars on the slide.

6. Click an AutoShape you want to delete, and then press BACKSPACE.

Note
To become familiar with AutoShapes, try using different objects with the text.

With some AutoShapes you can add text, and with others you can create a flowchart. Flowcharts are handy for such topics as how a bill becomes a law. The AutoShapes toolbar stays on your screen until you close it.

Adding an AutoShape with text to a presentation

1. On the AutoShapes toolbar, click **Callouts**.

2. Click the Rounded Rectangular Callout. Click and drag the star or other object to make it big enough to type in some words.

3. Type *How the House*, press ENTER, and then type *Is Organized*.

4. Select the text you have just typed.

5. Right-click the **Callout** box, click **Font,** change the **Font Size** to **36**, and then click **OK.**

6. Click and drag the upper-right corner of the **Callout** box until all the text fits within it.

7. Close the AutoShapes toolbar.

8. On the **File** menu, click **Save.**
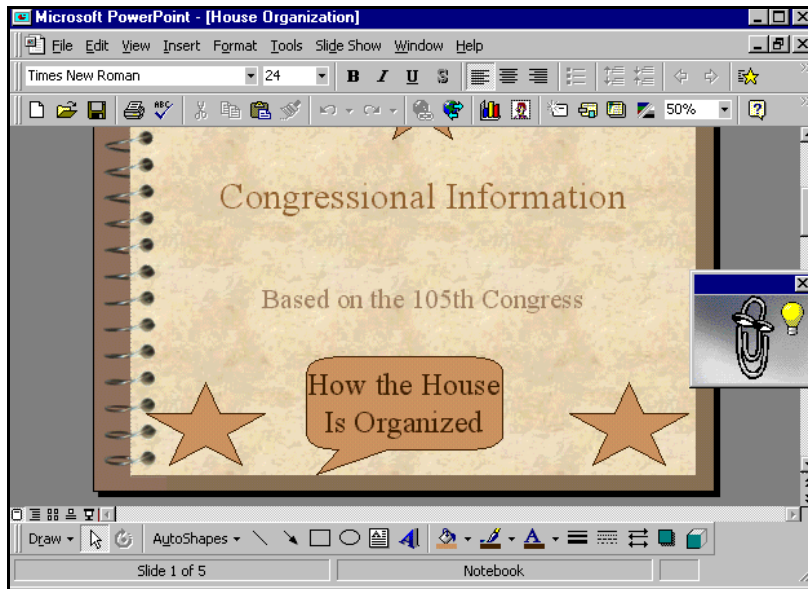
Using WordArt to add creative text

With WordArt you take plain text and add some pizzazz. PowerPoint 97 gives you 30 different ways to make your text stand out. WordArt is easy to use and, unlike graphics, WordArt allows you to use the Formatting toolbar to change the appearance of the text after you have created it. WordArt has many uses, especially when combined with other graphics. You can add excitement to your presentations with banners, seals, and logos that contain dynamic WordArt effects.

Using WordArt to make your slides more effective

1. Move to the House Organization Chart slide.

2. On the **Insert** menu, position the pointer on **Picture,** and click **WordArt.**

3. Double-click the WordArt in the third column, first row.

4. Type *Office of the Speaker,* and click **OK.**

5. Click and drag *Office of the Speaker* to the top of the slide.

6. Close the WordArt toolbar.

7. On the **File** menu, click **Save.**

Animating slides to add impact

Using animation in an electronic slide show heightens interest and attention.
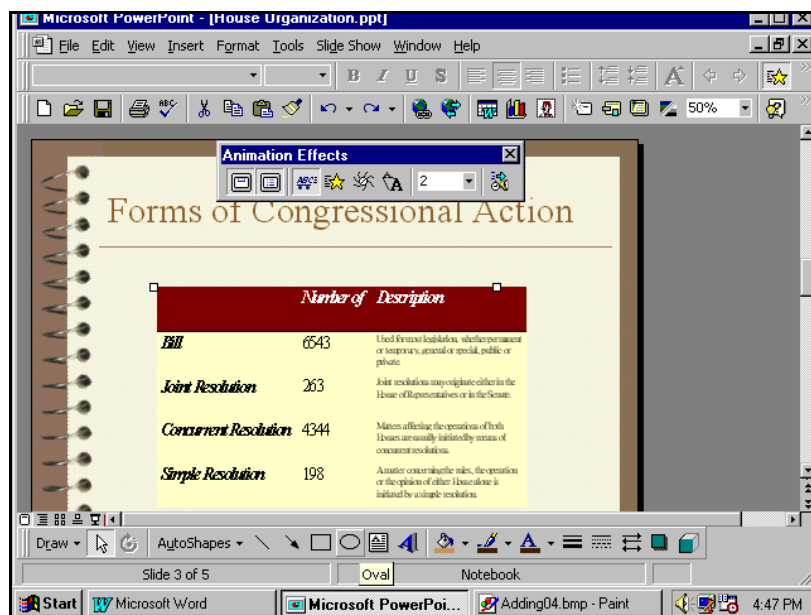
Animating the title of a slide

1. Move to the Forms of Congressional Action slide, and click the title.

2. On the **View** menu, position the pointer on **Toolbars,** and click **Animation Effects.**
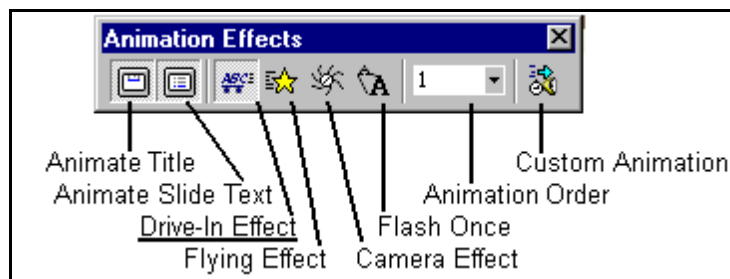
   – or –

   On the Formatting toolbar, click the **Animation Effects** button (the yellow star on the far right).


3. On the Animation Effects toolbar, click **Animate Title** button.

4. Click the **Drive-In Effect** button.

5. On the **Slide Show** menu, click **Animation Preview.**

The order box automatically displays 1 to indicate that this is the first animation on the slide.

Animating the body of a slide

1. On the Forms of Congressional Action slide, click the text.

2. Click the **Animate Slide Text** button.

3. Click the **Flying Effect** button.

4. On the **Slide Show** menu, click **Animation Preview.** Click the **Camera Effect** button, and on the **Slide Show** menu, click **Animation Preview.**

5. Close the **Color** box.
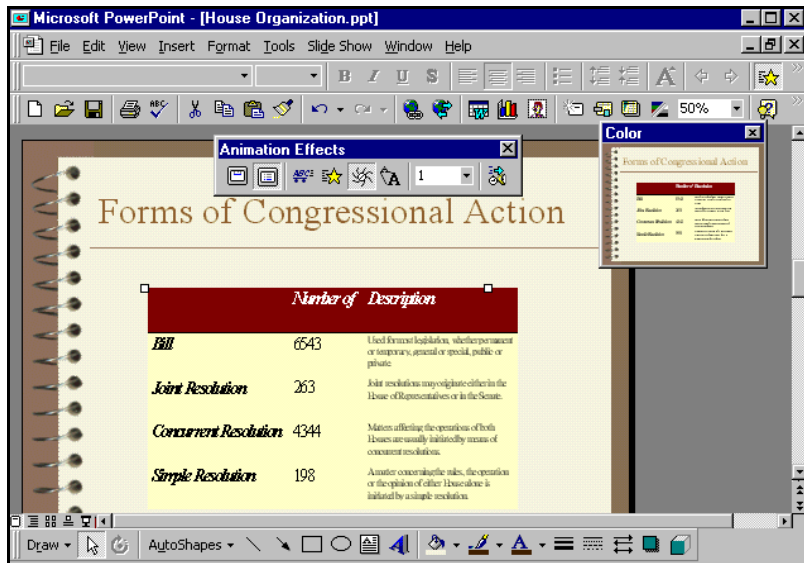
Placing video clips into your presentation

You can add video into a presentation quickly and easily with PowerPoint 97. A video clip, such as a tour of Congress, increases the effectiveness of a presentation on congressional information.

Adding a video clip to a presentation

1. Put the program's CD-ROM into your CD-ROM drive.

2. Move to your last slide.

3. On the **Insert** menu, click **New Slide.**

4. Double-click the **Title Only** AutoLayout.

5. Click **Click to add title,** and type *International Affairs Committee*.

6. On the **Insert** menu, position the pointer on Picture, and click **Clip Art.**

7. On the **Videos** tab, double-click **GLOBE.**

8. On the slide, double-click the globe to test the animated video.

Now is a good time to save your work.

Note
You will need the program's CD-ROM to insert video into your presentation and to show any presentation with video inserted in it. Be sure the CD is in the CD-ROM drive before you select **Clip Art.**

Using sounds to enhance your presentation

Sounds can be selected and added to your presentation quickly. Sounds can be in the form of voice recordings or actions.

Adding action sounds to your presentation

1. Click the **Slide Sorter View** button.

2. Double-click the Forms of Congressional Action slide.

3. Right-click the chart area, and click **Action Settings.**

4. On the **Mouse Click** tab, select **Play sound,** select **Whoosh** from the drop-down list, and then click **OK.**

5. On the **Slide Show** menu, click **Animation Preview.**

These steps activate a sound when you click specified text during a slide show. If time permits, try out several different sounds for your presentations.

Note
Using the **Action Settings** dialog box, sounds can be set to activate by a mouse click or by positioning the mouse on an element of your slides (called a "mouse over").
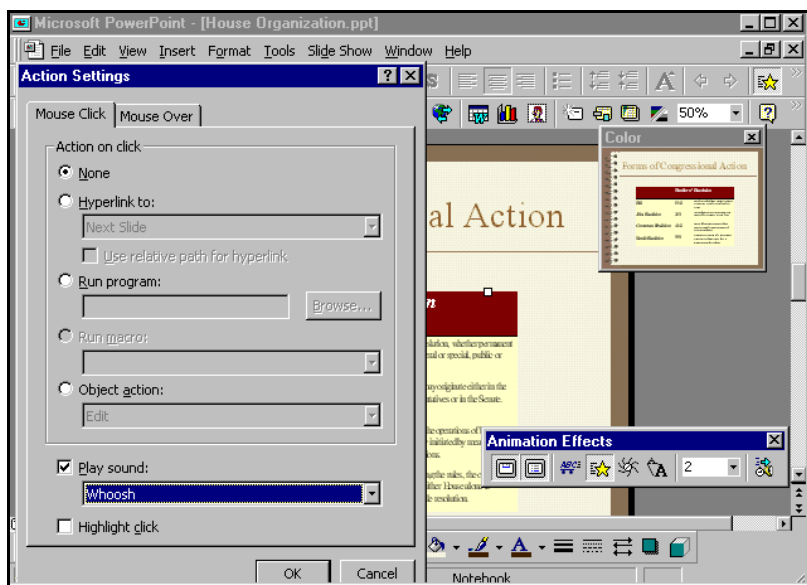

Besides action sounds on clicking, you can also add sounds when you pass over text with the pointer.

Note
Move the mouse over the pie chart as the slide show is playing to hear the effects of the previous lessons.

Activating action sounds in your presentation

1. Move to the next slide showing the **Pie Chart** (Slide 4).

2. Right-click the title, and click **Action Settings.**

3. Click the **Mouse Over** tab.

4. Select **Play sound,** and in the drop-down box click **Camera.**

5. Select the **Highlight when mouse over** check box, and click **OK.**
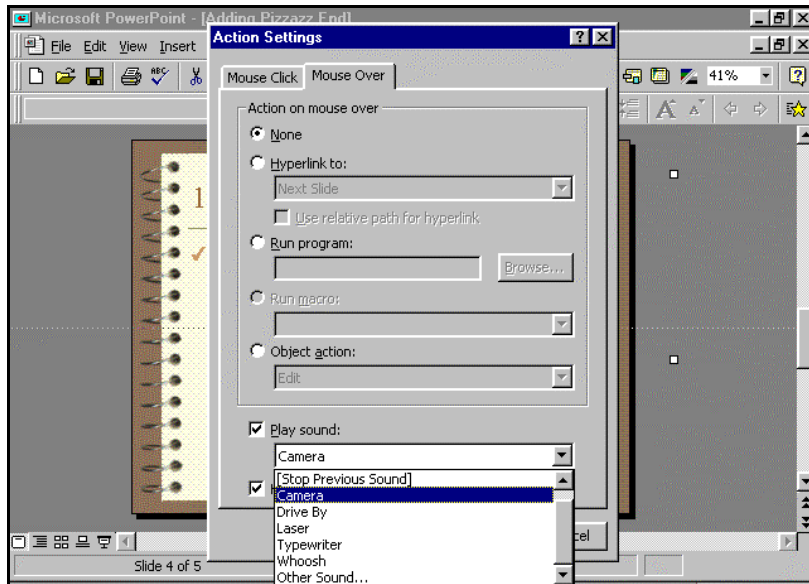
Reviewing your slide show

The Slide Show feature allows you to preview your presentation on your computer. You can use the Slide Show to check a presentation before printing it or to prepare to show it electronically. By adding transitions to your presentation, you can help emphasize topic changes.
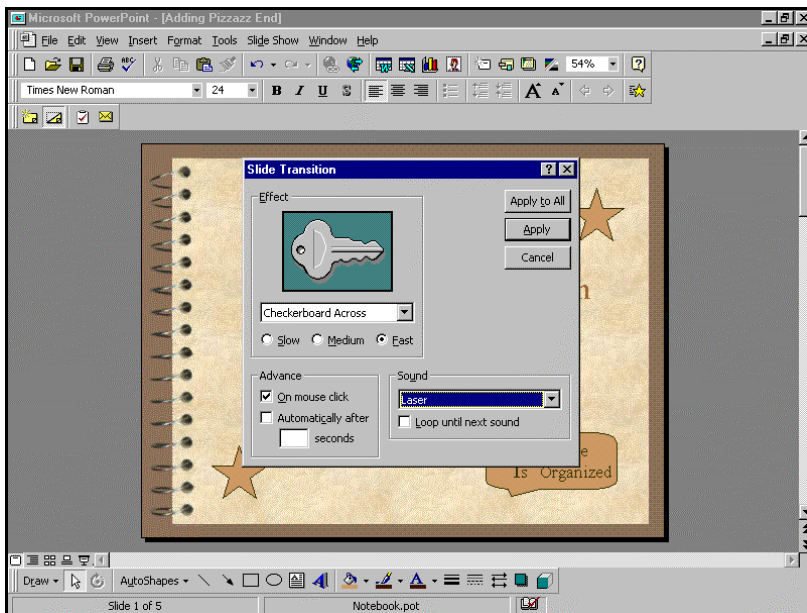
Using the Slide Show

1. On the **Slide Show** menu, click **View Show.**

2. After the first slide appears, click to move through the presentation.

3. At the last slide, click to end the slide show.
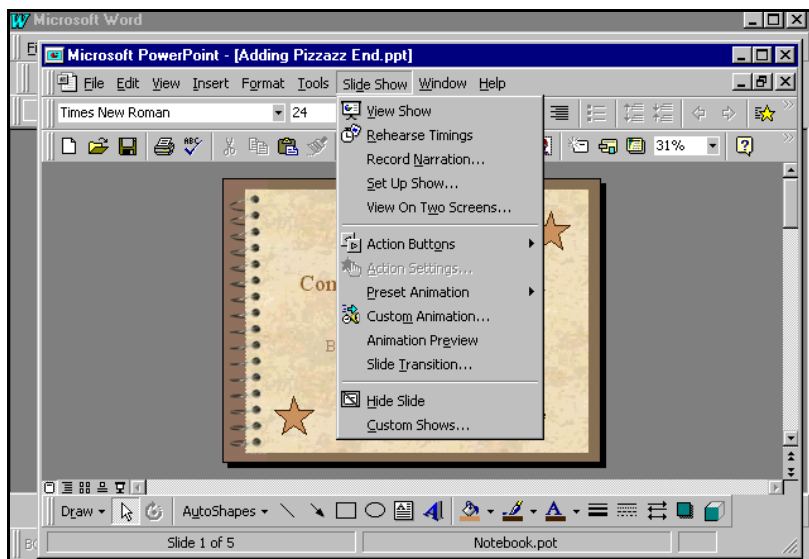
Using slide transitions with sound and visual effects

Adding a slide transition

1. Move to the first slide.

2. On the **Slide Show** menu, click **Slide Transition.**

3. In the **Effect** area, click **Checkerboard Across.**

4. In the **Sound** area, click **Laser,** and then click **Apply.**

5. On the **Slide Show** menu, click **Animation Preview.**

By setting the time to move from slide to slide, you can give your presentation at your own pace. You can also use the Slide Show to highlight parts of a slide. Each slide can have a different transition, or the entire show can have the same one. In addition to manually moving between slides, you can have PowerPoint 97 automatically advance forward after a set time. This helps you give a hands-free presentation.

Highlighting parts of the slide show

Highlighting a slide during a slide show

Note
Press the PAGE UP key to return to a previous slide.

1. On the **Slide Show** menu, click **View Show.**

2. Click the right-mouse button, and click **Pen.** The mouse pointer becomes a pen.

3. Click and hold the pen on the slide. Drag the pen around the words *105th Congress* until a line encircles the text.

4. Click the right-mouse button, and click **Arrow.** The pen changes back to the mouse pointer.

5. Click to advance to the next slide.

6. On the **File** menu, click **Save.**
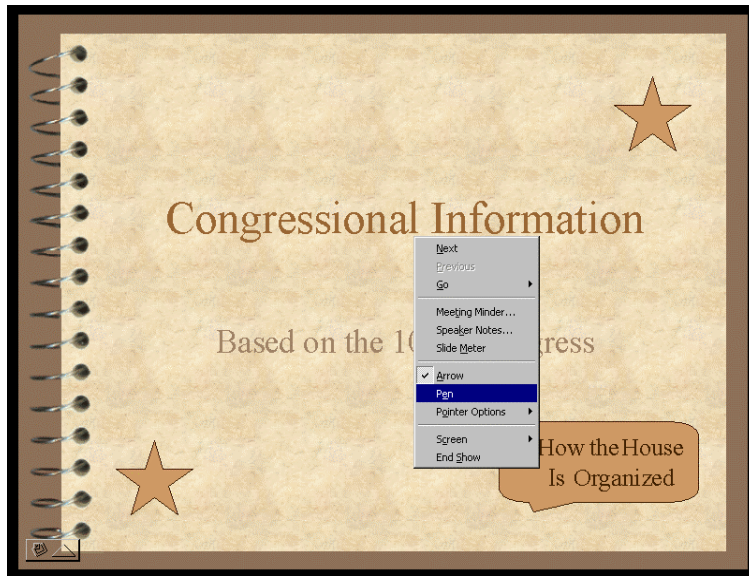
How you can use what you learned

AutoShapes, WordArt, Clip Art, videos, and sounds can all be used to enhance your presentation. AutoShapes, WordArt, and clip art all help in the design of a creative, dynamic presentation. You can use recordings of actual speeches to bring history, literature, science, or current events to life. With these tools your students and you can put together multimedia slide shows that bring life and action to any subject.

Extensions

Search the World Wide Web for the topic you or your students are studying. By downloading videos, sounds, and pictures you can bring the world right into your classroom. You can also record sounds directly into your slide show if your computer has a microphone.
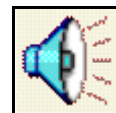
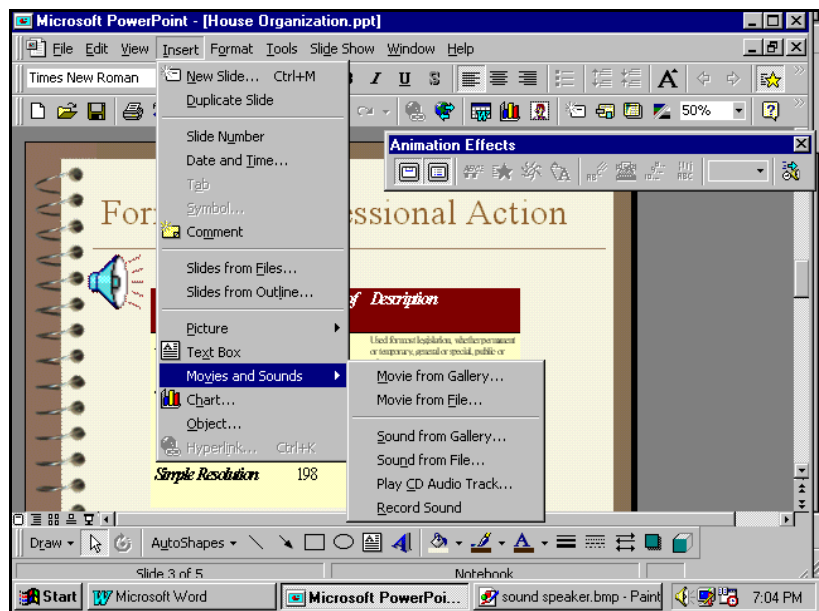## Recording sounds as part of your presentation

Adding sounds to your presentation

1. On the **Insert** menu, position the mouse pointer on **Movies and Sounds,** and then click **Record Sound.**

2. Click the **red circle** to start recording.

3. Click the **black square** to stop recording.

4. Click the **triangle** to listen to what you have recorded.

5. Click **OK.**

6. Double-click the sound speaker to hear the sound embedded in your presentation.

7. On the **File** menu, click **Save.**

Note
A sound speaker indicates that your recording is in your presentation.

Summarizing what you learned

In this chapter you have explored and practiced:

- Adding AutoShapes to standard objects.

- Using WordArt to enhance titles.

- Animating text to add impact.

- Placing video in your presentations.

- Using and recording sounds to enhance your presentations.

- Adding slide transitions to your slide show.

- Highlighting parts of your slide show.